

WBC QUARTERLY NARRATIVE REPORT

Organization		
Project Director		
Address:		
State:		
Phone		
Date:		
SBAHQ#		
Milestones	Estimated	Actual
<p>If goals were not met, address the reasons and provide a plan of action to overcome those deficiencies or justification indicating how the program will better serve women entrepreneurs if the goals are revised.</p>		
<p>Provide information relating to actual financial expenditures of budget object cost categories versus the estimated budget. Include an explanation of any cost overrun by budget object cost category. Financial data furnished in this report is from a <i>manager's standpoint</i> and is in addition to the information furnished in the financial reports.</p>		
<p>What activities have been done to promote the Patriot Express Loan Program?</p>		
<p>What is your WBC doing to serve veterans?</p>		

Please limit the above narrative to no more than two pages. You may use this format (OWBO will provide it electronically) or your own.

Additional information and attachments:

- ☐ Number and descriptions of mentoring roundtables sponsored
- ☐ Success stories (also submit to DOTR for SBA clearance)
- ☐ News clippings, brochures, etc.
- ☐ Names of staff and positions (indicate changes during reporting period)
- ☐ List of board members and board chair, physical and e-mail addresses, phone numbers and fax numbers (indicate changes during reporting period)
- ☐ Cost(s) of client tuition
- ☐ Number of clients receiving scholarships

The final performance report must also include a summary of the year's activities, challenges, and accomplishments.

In addition to clients currently being served, the recipient must **follow up with former clients** in order to demonstrate the longer-term economic impact of the program (as stated in other parts of this program announcement, a client follow-up plan to gather this information is a requirement for this grant). **Except for the number of individuals receiving assistance, the data may include the fiscal year just ended.** This information is reported to Congress both in aggregate and by individual center and should be included with the final narrative report. The economic impact data mandated by Congress includes—

Number of individuals receiving assistance (current year only)	
Number of startup business concerns formed	
Gross receipts of assisted concerns	
Employment increases or decreases of assisted concerns	
To the maximum extent practicable, increases or decreases in profits of assisted concerns	